

8 October 1982

MEMORANDUM FOR: Comptroller
General Counsel
Inspector General
Director of Equal Employment Opportunity
Director of Personnel
Director of External Affairs
[redacted]
Director, ICS
Chairman, National Intelligence Council

FROM : [redacted]
Chairman, Executive Career Service

SUBJECT : SIS Rank Stipend and Performance Award
Guidance

1. Attached are instructions and forms for the SIS Rank Stipend and Performance Award program for FY 1982. All members of the SIS, including non-E Careerists serving in E Career Service positions, are eligible and should be considered for recommendation.

2. Please carefully review Sub-System 5B; Paragraphs VII A1, 2 and 3; E1 and 2; and F. Special note should be made of the following revisions to the stipend and award guidelines:

a) When the Rating Officer is at the Senior Operating Official level, it is not necessary to complete the Rating and Reviewing Officer entries. For example: an Office Director would complete the form as the Senior Operating Official.

b) A Rating Officer will complete a Stipend and Award form for each SIS officer under his/her jurisdiction, including non-careerists, whether recommended for an award or not. This will ensure that all SIS officers are considered at all levels of review. When completing the ranking part of the form, do not rank non-E Careerists with E Careerists. Each group should be considered separately.

c) On completion of Senior Operating Official review of SIS non-careerists assigned to E Career Service positions, the award form, PAR and AWP will be forwarded to DCI/Personnel for transfer to the parent Career Service for further review.

d) A prioritized listing of those recommended is required. An individual action sheet and four copies of the current year PAR and AWP should be submitted for each officer recommended for a Distinguished Officer or Meritorious Officer Rank Stipend.

A single Senior Resource Board for the "E" Career Service will be established and will begin its review of your recommendations in November 1982.

4. Attached are forms for each SIS officer who is currently, or was during FY 1982, assigned to your office. Please review the names carefully to ensure that there have been no omissions. Please notify the DCI Personnel Officer, of any others who should be considered. The allocation of Career Service award recommendations is based on 20 percent of approved SIS positions. Offices should use this as a guideline when considering award recommendations. As additional five percent of Career Service SIS Officers should be included in the event an additional awards allocation is received.

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5. Stipend/Award submissions are to be forwarded "Eyes Only" to the DCI Personnel Officer by COB 5 November 1982.

/s/

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Atts:

- 1) Sub-System 5 B
- 2) Stipend Forms